

Contract Name: **IBM**

Solicitation Number: **5400001124**

Contract Period: **03/21/2012 to 12/31/2014**

[Terms and Conditions](#)

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[Click here for instructions how to place orders for IBM Middleware](#)

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FEIN: 13-0871985

Contract Pricing: [Cognos Pricing](#)
[Tivoli Pricing](#)
[WebSphere Pricing](#)

How to Place Purchase Orders for IBM Middleware

To place purchase orders for your IBM Middleware needs, please use the following four steps:

Step 1

Visit the State's Procurement website for pricing. If you need assistance, contact IBM for a quote (if needed).

Step 2

Complete your Purchase Order—ensuring that the PO is addressed to IBM.

ALL USERS

1. You **MUST** make sure that your PO matches the Quote 100%.
2. The amount of taxes on your PO should match what is referenced on the quote. Electronic Delivered items are Tax Exempt.
3. Electronic Delivery items should include a note that states "Electronic Delivery Only". This is a requirement on all orders that include downloaded software – NOT MEDIA.
4. Include your Quote Number on all PO's you send.

5. Include a "Ship to" address even if nothing ships with the order.

If you fail to follow these instructions Purchase Orders will be returned for correction or the tax indicated on the PO will be applied to the order and any request for reimbursement of paid taxes will need to be handled through the Department of Revenue.

Step 3

Email the purchase order to IBM using:

- Email the PO to: kasch@us.ibm.com.

Step 4

Software will be provided and invoiced to agencies directly from IBM.

Please provide the contact information for your primary licensing contact on each Purchase Order.

*The Primary Licensing Contact Information requested is as follows:

Primary Contact Person

Primary Contact Person E-mail Address

Primary Contact Person Phone Number

*The primary licensing contact should be a single point of contact per department or agency.